



Carbon County
Job Description

Title: Senior Center Assistant	Job Code:
Department: Senior Center	Effective Date: 04/01/2024
Reports To: Senior Affairs Director	Last Revised:
Part Time	FLSA Status: Non Exempt

Overall Responsibility:

Assists in a variety of tasks as assigned. These tasks may vary from day to day and may include, but are not limited to: Maintaining clean, orderly, and save environment at the Senior Center. Driving bus, loading and delivering meals to senior clients. Drive bus, picking up seniors at residences, delivering them to their destinations, and returning them home. Driving bus for special outings and tours.

Key Tasks and Responsibilities:

1. General cleaning, including, but not limited to: Cleaning restrooms. Sweeping, mopping, scrubbing, and polishing floors. Clean walls and baseboards. Wash windows.
2. Collect trash to put in dumpsters. Maintain cleanliness of dumpster areas. Sweep, clean walkways. Remove snow from sidewalks.
3. Set up rooms for events and activities.
4. Drive bus in a safe and efficient manner.
5. Assist seniors onto and off from the bus, including operating lift system safely.
6. Assist seniors with shopping tasks as required.
7. Assist in lunchroom as needed.
8. Handle monies according to County and Center policies, including collecting donation monies from mobile meal clients.
9. Learn routes and deliver meals in a stop-and-go fashion.
10. Maintain records as required by assignment.
11. Make visual or audible contact with seniors.
12. Rotate and stock reach-in freezer (meals and desserts)
13. Check temperature of hot meals, making sure temperature is properly maintained and recorded.
14. Maintain service and maintenance records of vehicles.
15. Ensure heating and cooling system in Mobile Meals vehicle is working properly
16. Clean vehicles after use.

Skills and Attributes:

- Ability to follow oral and written instructions

- Ability to work effectively with others.
- Ability to maintain a professional demeanor with seniors.
- Ability to organize work to ensure all tasks are completed in a timely manner.
- Must be scrupulously clean and be able to learn a complex route.
- Ability to read and find location on a map.
- Ability to help seniors solve problems relating to the service.
- Ability to recognize problems with delivery vehicle.
- Must genuinely enjoy working with seniors and be sympathetic to the problems of shut-ins.

Experience Requirement:

- Food handler's permit required.
- Requires a high school diploma or G.E.D. equivalent.
- Requires valid Utah driver license.
- Experience in route driving preferred.
- Experience working with the elderly preferred.
- Must never have been convicted of an alcohol or drug related moving violation.
- Experience cleaning large buildings.
- Must have previous practical experience in minor maintenance work.

Physical Effort/Environment:

- Work is performed outside and in any weather condition.
- When talking one must convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Able to hear average or normal conversations and receive ordinary information.
- Average, ordinary visual acuity necessary to drive vehicle and/or operate machinery.
- Must be able to lift 75 lbs. on a regular basis.
- Must be physically able to assist seniors, including those with disabilities.
- Must be able to push 275 lbs. in a wheelchair.

Employee Signature

Supervisor Signature

Date